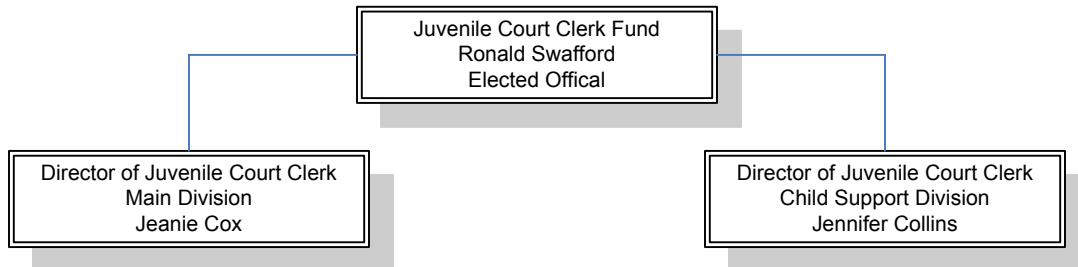


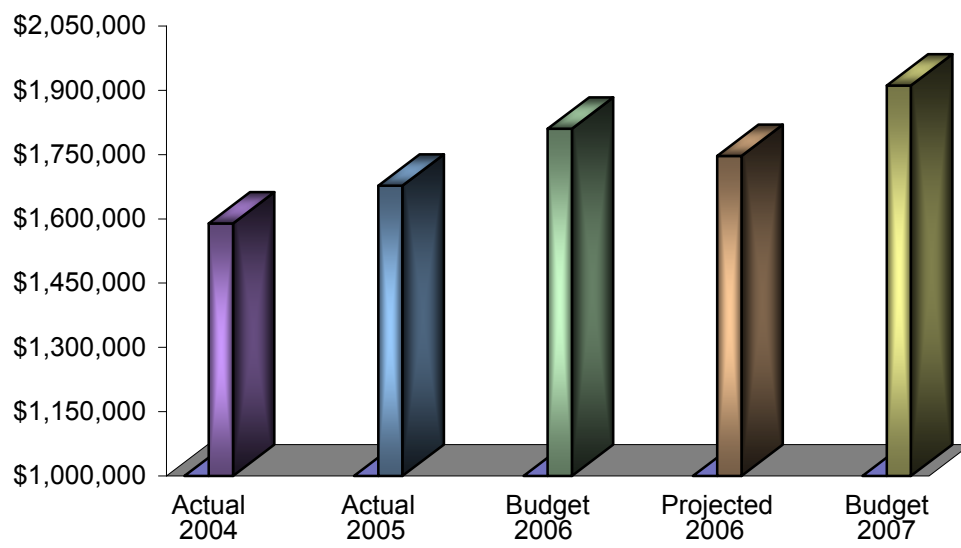
Juvenile Court Clerk Fund

The Juvenile Court Clerk Fund was established pursuant to Tennessee Code Annotated 37-1-211, which states that the Clerks of such special Juvenile Courts shall, under the supervision of the judge, keep all records of the court. It was by this authority the Juvenile Court Clerk Fund was established.



From left to right: Jeanie Cox, Ron Swafford and Jennifer Collins

Juvenile Court Clerk Fund Expenditures



Juvenile Court Clerk Fund Budget Summary
SPECIAL REVENUE FUND
Schedule of Revenue and Expenditures

	Actual 2004	Actual 2005	Amended Budget 2006	Projected 2006	Adopted Budget 2007
<u>Revenues</u>					
Charges for Services	654,677	651,230	635,000	752,886	660,000
Fine, forfeitures and penalties	37,393	33,769	36,500	39,744	39,000
Investment Earnings	5,509	7,265	-	6,734	-
Miscellaneous	16,664	1,232	750	3,064	2,000
Interfund Transfers from other funds	910,556	1,013,230	1,137,679	1,137,679	1,209,967
Total Revenues	1,624,799	1,706,726	1,809,929	1,940,107	1,910,967
<u>Expenditures</u>					
Juvenile Court Clerk	942,265	1,036,250	1,069,314	1,073,960	1,132,229
Juvenile Court IV D Support	647,030	640,910	740,615	672,425	778,738
Total Expenditures	1,589,295	1,677,160	1,809,929	1,746,385	1,910,967
Excess of Revenues Over (Under) Expenditures	35,504	29,566	-	193,722	-
Beginning Fund Balance	269,730	305,234	334,800	334,800	528,522
Fund Balance at end of year	305,234	334,800	334,800	528,522	528,522

Juvenile Court Clerk – 6270

FUNCTION

The office of the Juvenile Court Clerk serves as a hub for processing and maintaining all legal documents for the Juvenile Court. The Clerk's Office collects court cost and fines that are placed in the County General Fund. The duties and responsibilities are numerous and varied, some of which are listed below:

1. Processing all legal documents filed in Juvenile Court
2. Maintain docket and minute books
3. Keeper of the records, presently maintain 67,400 files
4. Prepare approximately 2,200 new files per year
5. Prepare hearing dockets (approximately 40 per week with approximately 400 cases per week)
6. Provide deputy clerks for all Court hearings (Presiding Judge and three (3) full-time Referees)
7. Maintain financial records
8. Collect court cost, fines, bonds and restitution
9. Appoint attorneys as Orders for the Juvenile Court
10. Administer trust funds awards for minors (TCA 29-13-301 Part 3), and any other trust accounts as Ordered by the Court

PERFORMANCE OBJECTIVES

1. To provide professional, efficient and quality service to the Judges, Referees, Court Staff and to all the public that comes in contact with our office
2. To maintain the confidentiality of all records as set out in TCA 37-1-153

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 631,941	\$ 687,560	\$ 691,370	\$ 714,702
Employee Benefits	267,591	305,134	330,031	368,309
Operations	42,733	43,556	47,913	49,218
Total Expenditures	\$ 942,265	\$ 1,036,250	\$ 1,069,314	\$ 1,132,229
 Authorized Positions	 20.63	 20.63	 20.63	 20.63

Juvenile Court Clerk IV-D Support – 6271

FUNCTION

The office of the Juvenile Court Clerk serves as a hub for processing and maintaining all legal documents for the Juvenile Court. The Clerk's Office is currently billing the Tennessee Department of Human Services for the clerical duties it performs. These funds are placed in the County General Fund. The duties and responsibilities are numerous and varied, some of which are listed below:

1. Processing all legal documents filed for child support, paternity, consent, etc.
2. File all legal Court Orders and prepare all minute entries
3. Keeper of the records, presently maintains all legal files
4. Prepare new files
5. Prepare hearing dockets (approximately 300 cases per week)
6. Provide deputy clerks for all Court hearings (Presiding Judge and three (3) full-time Referees)
7. Maintain financial records for the County, State and Federal Governments
8. Collect erroneous Child Support Payments, Purge Payments as Ordered by the Court and make disbursements to the Tennessee Department of Human Services

PERFORMANCE OBJECTIVES

1. To provide professional, efficient and quality services to the Judges, Referees, Court Staff and to all the public that comes in contact with our office
2. To maintain the confidentiality of all records as set out in TCA 37-1-153

PROGRAM COMMENTS

The Tennessee Supreme Court in an opinion of July 29, 1988, declared the office thereby be an elected office. The office of Juvenile Court Clerk in Hamilton County was established as a separate County department on November 2, 1988.

	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Expenditures by type				
Employee Compensation	\$ 398,107	\$ 396,349	\$ 446,336	\$ 454,812
Employee Benefits	171,812	167,986	211,679	241,326
Operations	77,111	76,575	82,600	82,600
Total Expenditures	\$ 647,030	\$ 640,910	\$ 740,615	\$ 778,738
Authorized Positions	15	15	15	15

